



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

Canc frp: Oct 2010

COMNAVCRUITCOMNOTE 5420 (HDQ)
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26 Apr 2010

COMNAVCRUITCOM NOTICE 5420 (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: COLLATERAL DUTIES, BOARDS AND COMMITTEE ASSIGNMENTS

Encl: (1) Collateral Duty Assignments
(2) Board and Committee Assignments

1. Purpose. To publish the collateral duties and committee assignments of personnel attached to Headquarters, Navy Recruiting Command.
2. Background. Enclosures (1) and (2) appoint individuals to various collateral duties, boards and committees. Numerals in parentheses after individual names indicate that person's department. This notice has the same force as an official designation letter. Individual designation assignment letters will not be issued unless otherwise required by regulation.
3. Action. All personnel assigned to collateral duties, boards and/or committees are directed to familiarize themselves with the contents of the applicable directive(s). Additions, deletions, or corrections to this notice should be submitted in writing, as they occur, to Management Services Division, 002SD.
4. Cancellation Contingency. This notice may be retained for reference purposes.

/s/

E. W. JOHNSON
Chief of Staff

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<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
AFTERCARE PROGRAM MANAGER	HMC ROGANTI (N3M)	JUNE 2012	OPNAVINST 5350.4
CASUALTY ASSISTANCE CALLS OFFICER (CACO)	LT CHU (N6) ASST	JANUARY 2011	BUPERSINST 1770.3
CAREER COUNSELORS (DEPT)	PS2 WHARTON (N3) PS1 DOSS (N5) IT1 MYERS (N6) PSC JEFLOAT (N7) YN1 TAYLOR (00S) IC1 KITCHENS(N9) AD1 BUDHOO (CYBER) LS1 BURNEY (N4)	AUGUST 2011 JUNE 2011 NOVEMBER 2010 FEBRUARY 2012 JANUARY 2012 JUNE 2011 JANUARY 2012 SEPTEMBER 2011	OPNAVINST 1040.11
COMBINED FEDERAL CAMPAIGN COORDINATOR	OS1 DANIELS	NOVEMBER 2011	SECNAVINST 5340.6
COMBINED FEDERAL CAMPAIGN COORDINATOR (ASSISTANT)	HM1 MCMANN (N3)	SEPTEMBER 2010	
COMBINED FEDERAL CAMPAIGN REPRESENTATIVES (DEPT)	YN2 WHITEFIELD (SSO) MR CURRY (N4) MS RHEW (N8) PS1 DOSS (N5) LS1 STIVERS (00S) NCCS THOMAS (N7) IT1 MYERS (N6) ET1 VALLAS (IG) MC2 NEWCOMER (N9/PAO)	MAY 2012 N/A N/A JUNE 2011 APRIL 2011 FEBRUARY 2013 NOVEMBER 2010 NOVEMBER 2010 DECEMBER 2011	SECNAVINST 5340.6
COMMAND ASSESSMENT TEAM	See Enclosure (2)		See Enclosure (2)
COMMAND CAREER COUNSELOR	NC1 JUSTICE (SSO)	OCTOBER 2011	OPNAVINST 1040.11
ASST COMMAND CAREER COUNSELOR	YN1 TAYLOR (00S)	JANUARY 2012	OPNAVINST 1040.11
COMMAND SPECIAL ASSISTANT FOR PERSONAL FINANCES	ENC BOWEN (N3)	DECEMBER 2010	OPNAVINST 1740.5
COMMAND SPECIAL ASSISTANT FOR PERSONAL FINANCES	LSC ZALDANA (N1)	NOVEMBER 2010	OPNAVINST 1740.5

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
COMMAND FINANCIAL SPECIALISTS	IT1 MOSES (N6) FC1 CAMPBELL (CYBER)	FEBRUARY 2011 MAY 2011	OPNAVINST 1704.5
COMMAND MAIL MANAGER	YN1 TAYLOR (00S)	JANUARY 2012	OPNAVINST 5218.7
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (CMEO)	PSC JEFLOAT (N7)	FEBRUARY 2012	OPNAVINST 5354.5 COMNAVCRUITCOMINST 5354.1
COMMAND SENIOR ENLISTED LEADER	BMCS LEWIS (N3)	OCTOBER 2010	OPNAVINST 1306.2
COMMAND MENTORSHIP PROGRAM COORDINATOR	NCCS CARROLL (N5)	DECEMBER 2011	OPNAVINST 1040.11 COMNAVCRUITCOMINST 1000.3
COMMAND OMBUDSMAN	MRS BATISTA THOMAS MRS ERICA WEST	N/A N/A	OPNAVINST 1750.1
COMMAND OPSEC OFFICER	ITC WILSON (N6)	DECEMBER 2010	OPNAVINST 3432.1
COMMAND OPSEC ASSISTANTS	IT1 MOLINA (N6)	FEBRUARY 2011	
COMMAND RECYCLING COORDINATOR	YN2 HAYNES (SSO)	FEBRUARY 2013	SECNAVINST 1710.8
COMMAND SAFETY OFFICER	PSC AGLIAM (N3)	JULY 2012	NSAMIDSOUTHINST 5100.8
COMMAND SAFETY ASSISTANTS	YN1 PHELPS (SSO) FC2 LOPEZ (N6)	JANUARY 2012 FEBRUARY 2011	NSAMIDSOUTHINST 5100.8
COMMAND PHYSICAL SECURITY OFFICER	CWO3 POWERS (00C)	SEPTEMBER 2010	COMNAVCRUITCOMINST 5530.2
COMMAND SPONSOR PROGRAM	ET1 VALLAS (00IG)	NOVEMBER 2010	COMNAVCRUITCOMINST 1740.1D
COLOR GUARD	MANNED BY CYBERSPACE	N/A	NSAMIDSOUTHINST 5060.3
DEPT INFORMATION SYSTEMS SECURITY OFFICERS ADMINISTRATORS/SYSAD	MRS JEANS (N3) MRS RHEW (N8) MR BUEHL (N9) LSC RIVAS (N7) YN1 GOLLEHON (SSO)	N/A N/A N/A APRIL 2013 JUNE 2011	OPNAVINST 5239.1 COMNAVCRUITCOMINST 5400.2

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
DISASTER PREPARENESS COORDINATOR	MR CURRY (N4)	N/A	COMNAVCRUITCOMINST 3440.1
DISASTER PREPAREDNESS COORDINATOR (ASSISTANT)	MR. OLNEY (N4)	N/A	
DISASTER PREPAREDNESS AREA MONITORS	AREA (A) PS1 AUSTIN/ PSC JOHNSON AREA (B) NCCS COFFMAN MS DEAN AREA (C) PS1 DOSS AREA (D) MS CELESTINE MS RICHMOND AREA (E) MS MCKENNA MS BOOKER AREA (F) MR BING MR OLNEY AREA (G) YNC GREEN YN3 STOKES AREA (H) YNC DYER MS BRANCH AREA (I) YN1 TAYLOR YN2 DEMERY AREA (J) ITC WILSON	JUNE 2011 JULY 2011 NOVEMBER 2011 N/A JUNE 2011 N/A N/A N/A N/A N/A AUGUST 2011 MARCH 2012 MAY 2011 N/A JANUARY 2012 AUGUST 2012 DECEMBER 2010	COMNAVCRUITCOMINST 3440.1
DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA)	HMC ROGANTI (N3M)	JUNE 2012	SECNAVINST 5300.28
DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA) ASSISTANT	HM1 HAMMOND (N3M)	SEPTEMBER 2012	SECNAVINST 5300.28
EDUCATIONAL SERVICES OFFICER	PS1 AUSTIN (N3) FT1 HUNTER (CYBER)	JUNE 2011 SEPTEMBER 2012	CNETINST 1560.3
EXCEPTIONAL FAMILY MEMBER	LCDR GRAHAM (N9)	SEPTEMBER 2010	OPNAVINST 1754.2
FAMILY ADVOCACY PROGRAM	ETC VADNAIS (N3)	FEBRUARY 2012	SECNAVINST 1752.3 OPNAVINST 1752.2
ASSISTANT FAMILY ADVOCACY PROGRAM	LCDR BROWN (00C)	SEPTEMBER 2010	

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
FIRE WARDEN	MR CURRY (N4)	N/A	NSAMIDSOUTHINST 11320.23
FIRE WARDEN (ALTERNATE)	MR OLNEY (N4)	N/A	
FREEDOM OF INFORMATION ACT COORDINATOR	LCDR COPER (00J)	AUGUST 2011	SECNAVINST 5720.42
FUNERAL DETAIL COORDINATOR	STGC WEST (N37)	DECEMBER 2012	NSAMIDSOUTHINST 5360.3
FUNERAL DETAIL	NAVCRUITCOM	N/A	COMNAVCRUITCOMINST 1601.1
HAZARDOUS MATERIAL PROGRAM MANAGER	FC2 LOPEZ (N6)	FEBRUARY 2011	NSAMIDSOUTHINST 5100.6
HEALTH BENEFITS ADVISOR (CHAMPUS- TRICARE)	HMC SAVOY(N3M)	JUNE 2013	NAVMEDCOMINST 6320.18
INFORMATION ASSURANCE MANAGER	ITC WILSON (N6)	DECEMBER 2010	OPNAVINST 5239.1 COMNAVCRUITCOMINST 5400.2
NAVY/MARINE CORPS RELIEF SOCIETY FUND COORDINATOR	YNC DYER (N3)	MAY 2011	SECNAVINST 5340.7
NAVY/MARINE CORPS RELIEF SOCIETY FUND (DEPARTMENTAL REPRESENTATIVES)	YN1 TAYLOR (002) IT1 MOLINA (N6) NCCS THOMAS (N7) YN2 HAYNES (SSO) PS1 DOSS (N5) MC2 NEWCOMER (N9/PAO)	JANUARY 2012 FEBRUARY 2011 FEBRUARY 2013 FEBRUARY 2013 JUNE 2011 DECEMBER 2011	SECNAVINST 5340.7
NSA MID-SOUTH AUXILIARY SECURITY FORCE	AS ASSIGNED	AS ASSIGNED	COMNAVCRUITCOMINST 1601.1
OMBUDSMAN PROGRAM MANAGER	FORCM PENTON (00E)	SEPTEMBER 2011	OPNAVINST 1750.1
PHYSICAL READINESS TRAINING COORDINATOR	AWSC WOLLNEY (N3)	SEPTEMBER 2011	OPNAVINST 6110.1

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
PHYSICAL READINESS TRAINING COORDINATOR (ASSISTANTS)	QMC SAXTON (N7) YN1 PHELPS (SSO) LS1 BURNEY (N1/N4) YN1 BLACK (N1) AE2 MILS (CYBER) PS1 DOSS (N5) LS1 REYNA (N9) IC1 FORD (N6)	MARCH 2013 JANUARY 2012 SEPTEMBER 2011 JANUARY 2011 SEPTEMBER 2012 JUNE 2011 APRIL 2012 MARCH 2012	OPNAVINST 6110.1
PHYSICAL SECURITY/FORCE PROTECTION/ANTI- TERRORISM OFFICER	MR CURRY (N4)	N/A	OPNAVINST 5530.14
PRIVACY ACT COORDINATOR	LCDR COOPER (00J)	AUGUST 2011	SECNAVINST 5211.5
RETIREMENT COORDINATOR	NC1 JUSTICE (SSO)	OCTOBER 2011	COMNAVCRUITCOMINST 1800.1
ASST RETIREMENT COORDINATOR	YN1 PHELPS (SSO)	JANUARY 2012	COMNAVCRUITCOMINST 1800.1
SAVINGS BONDS OFFICER	PSC POWERS (N3)	SEPTEMBER 2010	SECNAVINST 5120.3
SECURITY MANAGER	CWO3 POWERS (00C)	SEPTEMBER 2011	SECNAVINST 5510.36
SECURITY MANAGER (ASSISTANT)	YN1 BOND (N3) IT1 MCELROY (N6)	JANUARY 2012 NOVEMBER 2010	SECNAVINST 5510.36
SENIOR WATCH OFFICER	LCDR WALSH (N3)	JUNE 2011	OPNAVINST 3120.32
ASST SENIOR WATCH OFFICER/ WATCHBILL COORDINATOR	LT ALLEN (N3)/ NCCS CARROLL (N5)	OCTOBER 2009 DECEMBER 2011	OPNAVINST 3120.32
SEXUAL ASSAULT VICTIM INTERVENTION (SAVI)	BMCS LEWIS (N3)	OCTOBER 2010	OPNAVINST 1752.1
STANDARDS OF CONDUCT/ETHICS ADVISOR	LCDR COOPER (00J)	AUGUST 2011	DOD 5500.7
TELEPHONE CONTROL OFFICER	MR ST CLAIR (N6)	N/A	COMNAVCRUITCOMINST 2061.1 (HDQ)

<u>ASSIGNMENT</u>	<u>INDIVIDUALS ASSIGNED</u>	<u>PRD</u>	<u>REFERENCE</u>
TRAFFIC SAFETY COORDINATOR	PSC AGLIAM (N3)	JULY 2012	COMNAVCRUITCOMINST 4400.1 (HDQ)
TRAINING OFFICER	PSC ROBBINS (N3)	JUNE 2011	COMNAVCRUITCOMINST 1500.5 (HDQ)
TRAINING OFFICER (ASSISTANT)	PS1 AUSTIN (N3) NC1 JUSTICE (SSO)	JUNE 2011 OCTOBER 2011	COMNAVCRUITCOMINST 1500.5 (HDQ)
TRAINING REPRESENTATIVES	PS2 SICKLES (N3) IT1 MOLINA (N6) QMC SAXTON (N7) LS1 STIVERS (00S) IC1 KITCHENS (N9) IC2 FIGUEROA (CYBER)	DECEMBER 2011 FEBRUARY 2011 MARCH 2013 APRIL 2011 JUNE 2011 NOVEMBER 2011	COMNAVCRUITCOMINST 1500.5
URINALYSIS COORDINATOR	ITC WILSON (N6)	DECEMBER 2010	OPNAVINST 5350.4
ALTERNATE URINALYSIS COORDINATOR	PSC JOHNSON	JULY 2011	OPNAVINST 5350.4
URINALYSIS COORDINATOR (ASSISTANT)	OSC WILLIAMS (CYBER) LS1 STIVERS (00S) YN1 BOND (N3) AD1 BUDHOO (CYBER) IC1 FORD (N6)	APRIL 2012 APRIL 2011 JANUARY 2012 JANUARY 2011 JANUARY 2012	OPNAVINST 5350.4
VOLUNTARY LEAVE TRANSFER APPROVAL AUTHORITY	CAPT CHERRY (N1)	JUNE 2012	COMNAVCRUITCOMINST 12630.1
VOLUNTARY LEAVE TRANSFER PROGRAM MANAGER	MS PAT SPAKES (N1)	N/A	COMNAVCRUITCOMINST 12630.1
VOTING ASSISTANCE OFFICER	NCCS CLARK (IG)	MARCH 2011	OPNAVINST 1740.1
ASSISTANT VOTING ASSISTANCE OFFICERS	LN2 THOMAS (00J)	MAY 2013	OPNAVINST 1740.1
VICTIM ADVOCACY	IC1 FORD (N6)	JANUARY 2012	OPNAVINST 1752.1

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Board and Committee Assignments

AWARDS (HQ) BOARD

(Ref: SECNAVINST 1650.1)

CHAIR: CHIEF OF STAFF
MEMBERS: ALL DEPARTMENT HEADS
RECORDER: 002S

AWARDS (NATIONAL) SCREENING COMMITTEE

(Ref: COMNAVCRUITCOMINST 1650.27)

CHAIR: DEPUTY COMMANDER
MEMBERS: CHIEF OF STAFF
DIRECTOR, OPERATIONS DEPARTMENT
DIRECTOR, PROGRAMS AND PLANS DEPARTMENT
DIRECTOR, DIVERSITY
DIRECTOR, TRAINING DEPARTMENT
FORCE MASTER CHIEF
NATIONAL CHIEF RECRUITER
OTHER DIRECTORS AS SELECTED BY THE CHAIRMAN
RECORDER: ADMIN ASSISTANT (N3)

CHIEF RECRUITER EVALUATION BOARD (CREB)

(Ref: COMNAVCRUITCOMINST 5400.2)

CHAIRMAN: REGION COMMANDER (OUTSIDE MEMBER'S REGION)
MEMBERS: DIRECTOR, OPERATIONS DEPARTMENT
DIRECTOR, TRAINING DEPARTMENT
FORCE MASTER CHIEF
NATIONAL CHIEF RECRUITER
REGION CHIEF RECRUITER
NAVCRUITDIST COMMANDING OFFICER
NAVCRUITDIST CHIEF RECRUITER
N7 NTT CHIEF RECRUITER

COMMAND ASSESSMENT TEAM (CAT)

(Refs: COMNAVCRUITCOMINST 5354.1)

CHAIR: COMMAND MANAGED EQUAL OPPORTUNITY OFFICER (CMEO)
COMMAND MANAGED EQUAL OPPORTUNITY ASSISTANT
MANDATORY MEMBERS: DEPUTY COMMANDER
CHIEF OF STAFF
FORCE MASTER CHIEF
LEGAL AFFAIRS
HUMAN RESOURCES POSITION MANAGEMENT OFFICER
COMMAND TRAINING OFFICER
HEADQUARTERS COMMAND MASTER CHIEF

ASSESSMENT TEAM

ENC BOWEN (N3)
IT1 MOLINA (N6)
YNC DYER (N3)
PS1 DOSS (N5)
PSC JEFLOAT (N7)
IT1 MOSES (N6)
CS1 FOSTER (CYBER)
YN1 BOND (N3)
CS2 MALONE (CYBER)
YN2 WELLS (00C)

COMMAND TRAINING TEAM (CTT)

(Ref: OPNAVINST 5354.5)

CHAIR: COMMAND TRAINING OFFICER
MANDATORY MEMBERS: CHIEF OF STAFF
FORCE MASTER CHIEF
COMMAND CAREER COUNSELOR
HEADQUARTERS COMMAND MASTER CHIEF
EDUCATIONAL SERVICES OFFICER

TRAINING TEAM

OS2 DAVIS (N3)
IT1 MOLINA (N6)
IC1 KITCHENS (N9)
IC2 FIGUEROA (CYBER)

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CONFIGURATION CONTROL BOARD

(Ref: COMNAVCRUITCOMINST 5400.2)

CHAIR: DIRECTOR, INFORMATION TECHNOLOGY/COMMUNICATIONS DEPARTMENT
MEMBERS: ALL DEPARTMENT DIRECTORS

DIVERSITY COMMITTEE

(Ref: SECNAVINST 12720.5)

CHAIR: PSC ROBBINS (N3)
MEMBERS: YN2 HAYNES (SSO) YN2 WELLS (OOC)
FC2 LOPEZ (N6) ET1 BURKE (CYBER)
FC1 CAMPBELL (CYBER) PS1 AUSTIN (N3)
AD1 BUDHOO (CYBER) IC2 FIGUEROA (CYBER)
YN3 STOKES (N3) MC1 HAIR (N9)
PSSN HOSKINS (SSO)

HEADQUARTERS INCENTIVE AWARDS BOARD

(Ref: COMNAVCRUITCOMINST 12450.1)

CHAIRMAN: DIRECTOR, HUMAN RESOURCES AND LOGISTICS DEPARTMENT
MEMBERS: ALL DEPARTMENT DIRECTORS

INCENTIVE AWARDS (BENEFICIAL SUGGESTIONS) COMMITTEE

(Ref: COMNAVCRUITCOMINST 12452.2)

CHAIR: DIRECTOR, HUMAN RESOURCES AND LOGISTICS DEPARTMENT
NON-VOTING
MEMBERS: BENEFICIAL SUGGESTION ADMINISTRATOR (N1)
POSITION MANAGEMENT OFFICER (N1)
MEMBERS: HEADQUARTERS COMMAND MASTER CHIEF
MR ANDERSON (N5)
MR SLADYK (N5)
MS WALKER (N6)
MR SAXION (002)

PHYSICAL SECURITY REVIEW COMMITTEE

(Ref: COMNAVCRUITCOMINST 5510.3)

CHAIR: COMMAND SECURITY MANAGER
MEMBERS: CHIEF OF STAFF
PHYSICAL SECURITY OFFICER
CLASSIFIED MATERIAL CONTROL OFFICER
DEPARTMENTAL SECURITY OFFICERS

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POSITION MANAGEMENT BOARD (PMB)

(Ref: COMNAVCRUITCOMINST 5310.1)

CHAIR: DEPUTY
MEMBERS: CHIEF OF STAFF (ALTERNATE CHAIR)
DIRECTOR, HUMAN RESOURCES AND LOGISTICS
POSITION MANAGEMENT OFFICER (PMO)
COMPTROLLER
ADVISORS DEPARTMENT HEADS/SPECIAL ASSISTANTS
EQUAL EMPLOYMENT OPPORTUNITY OFFICER
RECORDER (PROVIDED BY PMO)

CAREER DEVELOPMENT BOARDS

(Ref: COMNAVCRUITCOMINST 1040.2(HDQ))

CHAIR: HEADQUARTERS COMMAND MASTER CHIEF/
DEPARTMENT LEADING CHIEF PETTY OFFICERS
ADVISORS: COMMAND CAREER COUNSELOR
DEPARTMENT CAREER COUNSELOR
ESO
MEMBERS: DEPARTMENT LCPO
DEPARTMENT LPO
DIVISION LCPO
DEPARTMENT LPO

RECREATION ASSOCIATION (MWR)

(Ref: SECNAVINST 7000.23, OPNAVINST 1700.7, BUPERSINST 1710.11)

PRESIDENT: YN1 PHELPS (SSO)
VP: IT1 MYERS (N6)
SECRETARY: YN2 HAYNES (SSO)
TREASURER: PSC ROBBINS (N3)
MAA: IT2 HODGE (N6)

N9: MC2 HAMMOND	N5: SHERRY OLIVE
N3: YN3 STOKES	N4: LS1 BURNEY
N1: LSC ZALDANA	CYBER: BM1 HANSEN, STG2 DRISCOLL
N6: IT1 MOLINA, FC2 LOPEZ	SSO: YN2 WHITFIELD
IG: YNSN PENN	

**SAILOR OF THE QUARTER, JUNIOR SAILOR OF THE QUARTER AND
BLUE JACKET OF THE QUARTER SELECTION COMMITTEE**

(Ref: COMNAVCRUITCOMINST 1650.6 (HDQ))

CHAIR: HEADQUARTERS COMMAND MASTER CHIEF
MEMBERS: SENIOR ENLISTED MEMBER FROM EACH DEPARTMENT
RECORDER: ADMIN CHIEF (002S)